

Guidelines for Requesting Supplemental Air-Conditioning and Heating in the Main and South Interior Buildings

The operating hours for the Stewart Lee Udall Department of the Interior Building and South Interior Building (Interior Complex) are from 6:00 a.m. through 6:00 p.m. on each government workday. Occupant requests for supplemental heating, ventilation, or air-conditioning (HVAC) for their offices usually fall into one of three basic categories:

1. Accommodation for health reasons
2. An occupant's frequent need to work beyond the time the heating or cooling equipment is turned off (6:00 p.m.) or on weekends
3. The inability of the building central-HVAC equipment to achieve and/or maintain an acceptable temperature and humidity. During the heating season, the temperature should be between 72° and 74° Fahrenheit without humidification of air. During the cooling season, those same temperatures are maintained with relative humidity between 50 and 65 percent.

Requests for supplemental heating or cooling must be in writing and should be forwarded to the Building Manager's Office (Mailstop 1420-MIB). You may also email the request to facilities@nbc.gov. Each request must include:

- Requestor information (e.g., name, organization, phone number, e-mail address, etc.).
- Administrative point of contact information (e.g., name, organization, phone number, e-mail address, etc.).
- Nature of request, justification, and how long will it be needed.
- For requests based on a medical accommodation for an employee or requests based on the hours worked (i.e., during other-than-normal business hours), there must be an acknowledgment that the requesting bureau or office will be responsible for all costs associated with:
 - (1) The purchase and installation of the equipment
 - (2) Operating, maintaining, repairing, and/or replacing the equipment;

Points of Contact:

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